eVA Integration Design Team

Meeting Minutes
October 18, 2004

Opening:
The meeting of the eVA integration workgroup was called to order at 10:00 AM on 10/18/2004 in Richmond.

Present:

Rachel Pace, CWM (phone)	Parvin Mirshahi, DGS
Maria Hatcher, DGS	Linda Orr, CWM (phone)
Tom Ward, GMU (phone)	Bill Hardiman, GMU (phone)

A. Approval of Agenda

The informal agenda:
1 – Review Minutes
2 – Status of AMS Functional/Technical Specification
3 – SCT User Group Integration Meeting - Postponed
4 – Change/Cancellation Orders
5 – CWM Status
6 – DGS Status

B. Approval of Minutes

Minutes were approved as is.

C. Issues

Open Issues
See separate issues document.

Closed Issues
No items closed at this session.

D. New Business

1. Status of AMS Functional/Technical Specification:
   - Received the last version of the Functional specs from AMS. The document will be sent to the DPS functional management to review before it is approved by COVA.
   - Marion is working on drafting the integration project plan.

2. User Group Integration Meeting - Postponed:
   - It was decided by the group to postpone the SCT user group integration status meeting originally planned for mid-October. Instead the meeting will be held at the DPS Forum in Richmond, December 7th in the afternoon. The SCT user group will be notified via email.
   - An invitation will be sent to SCT (Jim Dye) to attend the meeting.

3. Change/Cancellation Orders:
   - There was a brief discussion on the change/cancellation integration events that will be generated by eVA. For change orders, two integration events are

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generated in eVA and sent to the ERP. The first integration event generates a cancellation transaction. The second integration event generates the new transaction for the change order.
- Pcard Orders – The eVA integration can be setup to send real time requisition integration transactions, but cannot do real time purchase order integration transactions. The purchase order transaction (XML format) will be available with delay timing.

4. CWM Status:
- Rachel reported that the SCT Luminis eProcurement contract has been finalized with SCT Sungard. Still working on aspects of implementation (i.e. number of contract hours, etc) before requesting delivery of the software from SCT Sungard.
- Received the release documentation for Luminis eProcurement.
- Rachel reported that the school will install the Luminis suite on a test box before installing the Luminis eProcurement on the test box.
- Rachel reported that Pcard is integrated as a regular order in Banner through the SCT Luminis API.

5. DGS Status:
- Marion is working on drafting the integration project plan.

E. Weekly Meetings
The next weekly integration meeting will be on <u>Monday, November 1, 2004</u> at DGS in the ISS 9th floor conference room starting at 10:00 a.m. Please be prepared to give your agency's status on the integration effort and problems if any.

Open Action Items
<u>Old:</u>
1. Update work breakdown structure (Marion Lancaster)
2. Draft scope and objective (Marion Lancaster)
3. Develop rough draft of project plan (Marion Lancaster)
4. Develop performance, quality assurance, and change management plans (Marion Lancaster)
5. Get access to SCT documentation (Marion Lancaster)
6. Document of software cost to CWM (Berni Kenney)
7. Answer to Mike's question "has AMS signed non-disclosure paperwork with SCT?" (Marion Lancaster)
8. Ask AMS how the system knows to send DO (EP) transactions and not PCO transactions at purchase order exit point? (Marion Lancaster)
9. Ask AMS if comments marked to send to vendor and comments marked not to send to the vendor are part of the integration? (Marion Lancaster)
10. Ask AMS if Preferred Order Method (Print or URL) is available on integration? (Marion Lancaster)

Closed Action Items
No items closed at this session.

Prepared by Maria F. Hatcher

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